

## Project Budget

There are four major types of expenses for a project:

- Personnel
- Materials and Supplies
- Professional Services
- Capital Expenditures.

Most projects will have Personnel and Materials and Supplies expenses. Larger projects will also have Professional Services and Capital Expenditures. Any or all of these may be part of the neighborhood match.

**Personnel:** General labor expenses associated with the project. Examples include the project manager, the people who plant the trees, clear the brush, paint the mural design, distribute the brochure, or take tickets for an event.

- To calculate expenses, multiple the projected hours worked by \$16.00.
- Use the same formula to calculate the donated labor for the neighborhood match.

**Materials and Supplies:** non-personnel items needed to complete your project. Examples include postage, photocopies, permits, plants, or posters.


- Break down material and supplies estimates into general categories.
- Donated materials and supplies are credited at the retail rate.

**Professional Services:** Persons practicing an occupation that usually requires advanced study and specialized training. Examples include lawyers, landscape architects, certified public accountants, artists, and civil engineers.

- To calculate expenses, multiple the projected hours worked by the hourly rate.
- When part of the neighborhood match, professional services hours are credited at that person's going rate.

**Capital Expenditure:** any material or supplies for a public improvement project that costs over \$3000. Examples include concrete, heavy equipment rental, or playground kits.

- Donated capital expenditures are credited at the retail rate.

 Please submit 3 quotes for any Capital Expenditure or Professional Service that is valued at \$3,000 or more, be it a donation or cost.

 A formal purchasing process must be followed for single expenditures over \$5,000. Please contact the Neighborhood Matching Grants Manager for more information.

 Administrative or overhead costs of other public agencies may be included as part of the neighborhood match, but are not reimbursable by the City.

 The Neighborhood Matching Grants Department Advisory Committee may request verification of the hourly rate or time estimate for professional services.

Here's a very simple example for a small Playground.

Item Description	Total Cost	Neighborhood Match	City Grant
Personnel			
Site Preparation (4 hrs *10 people*\$16/hr)	\$640.00	\$640.00	
Erect Play Kit (8 hrs *5 people*\$16/hr)	\$640.00	\$640.00	
Spread wood chips, plant landscape (3 hrs* 10 people*\$16/hr)	\$480.00	\$480.00	
Materials and Supplies			
Wood chips	\$200.00		\$200.00
Plants (Nursery offers wholesale price)	\$150.00	\$50.00	\$100.00
Professional Services			
Landscape Architect (10 hrs * \$35/hr)	\$350.00	\$350.00	
Fiscal Agent (10 hrs * \$20/hr)	\$200.00	\$200.00	
Capital Expenditures			
Play Structure Kit (from Let's Play Co.)	\$2,200.00		\$1,800.00
Cash donation for playkit		\$400.00	
<b>Total Project</b>	<b>\$4,860.00</b>	<b>\$2,760.00</b>	<b>\$2,100.00</b>